IDPH INSTITUTIONAL REVIEW BOARD / MEETING MINUTES

Meeting: IDPH IRB Ad Hoc Meeting	Date: 6/2	0/19 Start:	1330	Finish:	1515	
Purpose: Ad Hoc Meeting	Location:	535 W. Jefferson 122 S. Michigan,			hicago, IL	
Chair: Craig Conover, M.D.	Recorder:	Kori Acosta				

^{*}Participants received all pertinent documents prior to the meeting. Springfield and Chicago meeting locations were linked via videoconference.

Name	Present	Absent	Member	Alternate	Staff	Non- scientist	Scient ist	Unaffi liated	Chica go	Sprin gfield	Other
Jenny Aguirre		\boxtimes	\boxtimes			\boxtimes		\boxtimes	\boxtimes		
Matt Charles				\boxtimes		\boxtimes			\boxtimes		Substituting for Tiefu Shen
Craig Conover	\boxtimes		\boxtimes				\boxtimes		\boxtimes		
Jane E. Fornoff	\boxtimes		\boxtimes				\boxtimes			\boxtimes	
Jennifer Layden			\boxtimes				\boxtimes				
Fangchao Ma	\boxtimes		\boxtimes				\boxtimes		\boxtimes		
Jasmin Phua			\boxtimes					\boxtimes			
Tiefu Shen		\boxtimes	\boxtimes				\boxtimes			\boxtimes	Vice Chair
Sharon Shipinski											Prisoner Representative
Dennis Tiburzi		\boxtimes		\boxtimes			\boxtimes			\boxtimes	
Harold Duckler	\boxtimes				\boxtimes		\boxtimes		\boxtimes		
Kori Acosta	\boxtimes				\boxtimes	\boxtimes			\boxtimes		
Anh-Thu Runez											Responsible Individual

		SUMMARY NOTES				
Topic	Reporting	Discussion Summary	Commitment / Progress (Action, Status, Outcome)	Accountable (Who / When)		
Call to Order	Craig Conover	The IDPH IRB Quarterly Meeting was called to order at 3 p.m. by Craig Conover. Kori Acosta did the Roll Call. Quorum was verified. <i>Matt Charles, Jennifer Layden and Sharon Shipinski participated via telephone.</i>				
Approval of Minutes	Craig Conover	No changes were requested. Jane Fornoff moved to approve the minutes from May 16, 2019. Matt Charles seconded the motion. All approved. The motion was carried. Total voting = 06; Vote: For = 06, Opposed = 0,	Emailed to Ken for posting; Posted	Kori Acosta; Ken Bonovich		

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		Abstained = 0				
Protection of Human Subjects Recertification	Kori Acosta	 IDPH policy on protection of human research subjects requires that members recertify every three years. Reference to this policy may be found on page 9, section 3.5 "Board Member Education/Training" in the IDPH IRB Procedures Manual at: http://www.dph.illinois.gov/sites/default/files/publications/procedures.pdf Members will be sent recertification reminders 3-months before the due date. 	Certification copy overdue by 10 months	Dennis Tiburzi		
Reviews	Harold Duckler	Harold Duckler distributed and discussed the current study status listing. Matt Charles moved to approve the study status listing. Fangchao Ma seconded the motion. All approved. The motion was carried. Total voting = 06; Vote: For = 06, Opposed = 0, Abstained = 0	Ongoing			
Common Rule	Craig Conover	Craig Conover presented a summary of changes to the Common Rule, in effect January 21, 2019 The new rules apply to new studies; old studies may apply either all or none of the new rules only Progress Reports are no longer required for research initially approved via expedited review Informed Consent must have sufficient detail and be understandable to the subject or subject's legal designee a. Statement required that data will be either deidentified and used in a later study or that data will not be used in the future even if identifiers are removed				
Full Board Review	Craig Conover	Discussion of #0928 Supportive Release Center Study (SRCS) resumed. 1. Craig Conover provided a brief status update. 2. Work Order signatories and procedures were discussed.	Ongoing			

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2019 Meeting Schedule	Kori Acosta	The study meets criteria for approval as defined in 77 III. Adm. Code 1005.110 and the committee approved of the revised Work Order Language. Jane Fornoff moved to approve the study. Fangchao Ma seconded the motion. All approved. The motion was carried. Voting roll call was taken by Kori Acosta. Total voting = 06 (0 member recused and did not vote, however Matt Charles had to leave at 3pm, Dr. Conover substituted for him); Vote: For = 06, Opposed = 0, Abstained = 0. Quorum was maintained throughout the review. Board Meetings are held on the 3rd Thursday of the		
		 2nd month of each Quarter from 1:30-3 PM. Ad Hoc Meetings are tentatively scheduled on the 3rd Thursday of all months when there are no Board Meetings scheduled 		
		 This year's schedule is as follows: August 15, & November 21 in the Director's Conference Rooms in Springfield & Room 711 in Chicago 		
		*Videoconferencing Available		
Public Comment	Chair	 Dr. Conover opened the floor to public comment. There was none as there were no public present for comment. 		
Adjournment	Chair	The meeting was adjourned at 3:15 p.m.		